



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

August 15, 2005

Dear Nonpublic School Operator:

The Michigan Department of Education is pleased to announce that nonpublic schools can file the Nonpublic School Membership Report, form SM-4325, electronically using the Michigan Electronic Grants system (MEGS). The Nonpublic School Act, Public Act 302 of 1921, permits the Superintendent of Public Instruction to inquire into basic information about the nonpublic schools in the state. The collection of this information has always been a paper-based process, so we are excited to be able to collect this information using an existing on-line system. To access instructions on submitting the SM-4325 form through MEGS:

- Please visit the MEGS website: <http://megs.mde.state.mi.us/megsweb/>
- Scroll down to the bottom of the page and select Nonpublic SM-4325 Instructions in the MEGS News section.
- The instructions have directions on how to obtain an MEIS account, register in MEGS, and to complete the SM-4325 Nonpublic School Membership report.

The electronic submission method of reporting is voluntary; the paper submission is still accepted. If you would prefer to use the paper form again this year, please contact Wanda Bazzett at (517) 373-1833.

The SM-4325 form, Sections 1-3, have been designed to collect information on enrollment, qualifications of teachers, and course of study in nonpublic schools. Students attending nonpublic schools, including home schools that complete form SM-4325 may be eligible for auxiliary services. Nonpublic school and home school students have the right to enroll in non-essential elective courses such as band, physical education, music, and driver education in public schools.

Sections 4-6 on form SM-4325 are optional. Completion of Section 6 is strongly recommended to aid in documenting teacher eligibility for National Direct Student Loan college loan debt cancellation.

Please complete and submit the form by October 1, 2005. In order to keep our records current, please **notify this office by letter** if your nonpublic school **will not** be operating during the 2005-2006 school year:

Michigan Department of Education, Bureau of School Finance & School Law, Post Office Box 30008, Lansing, Michigan 48909

If you have questions regarding the Nonpublic School Membership Report, please call (517) 373-1833.

I recognize your efforts and appreciate your continued cooperation in assisting our Department with the reporting process.

Sincerely,

Mike Flanagan

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